



**JOB OPPORTUNITY
HUMAN RESOURCES ASSOCIATE
UNCLASSIFIED**

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Open To: The Public

Location: Bradley International Airport - Windsor Locks, CT

Job Posting No: CAA1401

Hours: Monday to Friday - 8:30 a.m. to 5:00 p.m.

Salary: Negotiable

Closing Date: September 26, 2014

Summary of Position: The Connecticut Airport Authority (CAA) is seeking an experienced individual to provide professional assistance in a broad range of Human Resources functions. As a member of the CAA management team, in coordination with the HR Generalist, will be responsible for providing a combination of complex, technical, and sensitive human resources services involving various areas such as Core-CT data administration, payroll processing, time & labor, retirement and benefits, employee records, leave of absence, recruitment, benefits, and associated reports and queries. May be assigned to more specialized HR projects or programs.

Knowledge, Skills and Abilities (Required Qualifications):

- Knowledge of state and federal legal and administrative issues pertaining to employment, including but not limited to: equal employment opportunity and affirmative action, ADA, FMLA, wage and hour, and sexual harassment laws
- Demonstrated ability to understand and interpret collective bargaining agreements, regulations, policies and procedures
- Ability to utilize and interpret statistics and research and analyze information
- Ability to prepare a variety of written reports and to comprehend complex oral and written material
- Presentation and project management skills
- Excellent organizational and communication (interpersonal, oral and written) skills
- Experience with interviewing practices and procedures
- Ability to utilize various Microsoft Office programs including Outlook, Windows, and Excel, and experience with Human Resources Information Systems
- Attention to detail and problem solving ability
- Requires independent judgment and the ability to work with minimal supervision.

Special Requirement (Preferred Qualifications):

- Experience working in a public sector agency in a unionized environment
- Experience with Core-CT system data entry and EPM queries
- Working knowledge of employment benefits and services
- State of Connecticut Human Resources Management Training Certificate
- Core-CT Time & Labor experience including accrual audits

General Experience: Equivalent of Associate degree or 60 college credits and six years' (FTE) professional experience in human resources or personnel management in at least two of the following areas: recruitment, selection, compensation, benefits, payroll, labor and/or employee relations, affirmative action, workers compensation, ADA, FMLA.

Or: Bachelor's degree in a related field and four years' (FTE) human resource experience as described above.

Character Requirement: An individual serving in this position must be able to successfully undergo a thorough background and security screening, including being fingerprinted, pre-employment drug screening if applicable and maintain required security clearance during the duration of employment.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a CAA Employment Application located on this page: <http://www.ctairports.org/ContactUs>, a letter of interest and a resume to the address below. **State of Connecticut employees** should also submit the previous 2 service ratings and previous 12 months' attendance history.

Ron Frost
The Connecticut Airport Authority
Bradley International Airport
Administration Offices, Terminal A, 3rd Floor
Windsor Locks, CT 06096

THE CAA IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER